

**100% PHOTO ID CHECK
TO ENTER THE BUILDING**

**Hours of Operation:
8:30 am - 4:00 pm**



DC WORKS! CAREER AND INFORMATION CENTER- HEADQUARTERS

YOUR WORKFORCE CONNECTION

**4058 Minnesota Avenue, NE
Washington, D.C. 20019
202-724-2337
www.dcnetworks.org**

Walk In Services Tuesday, 9:00 am - 10:00 am		AUGUST 2012			Unemployment Compensation Daily, 9:00 am - 3:00 pm	
Mon	Tue	Wed	Thu	Fri		
		1 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:00 am -12:00 pm, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	2 Resume Building 200 9:00 am– 11:00 am Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	3 Unemployment Compensation Services Monday - Friday 8:30 am—3:00pm		
6 General Orientation 9:00 am – 10:30 am Room 1009 Resume Building 100 11:00 am -12:00 Noon Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	7 Training Information Workshop 9:00 am - 10:00 am Project Empowerment Information Workshop 9:00 am - 10:00 am	8 General Orientation and Training Information Workshop 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:00 am -12:00 pm, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	9 Resume Building 200 9:00 am– 11:00 am Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	10 Unemployment Compensation Services Monday - Friday 8:30 am—3:00pm		
13 General Orientation 9:00 am – 10:30 am Room 1009 Resume Building 100 11:00 am -12:00 Noon Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	14 Training Information Workshop 9:00 am - 10:00 am Project Empowerment Information Workshop 9:00 am - 10:00 am	15 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:00 am -12:00 pm, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	16 Resume Building 200 9:00 am– 11:00 am Room 1009 Interviewing Skills Featured Workshop 11:00 am - 12: 00 Noon, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	17 Unemployment Compensation Services Monday - Friday 8:30 am—3:00pm		
20 General Orientation 9:00 am – 10:30 am Room 1009 Resume Building 100 11:00 am -12:00 Noon Room 1009	21 Training Information Workshop 9:00 am - 10:00 am Project Empowerment Information Workshop 9:00 am - 10:00 am	22 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:00 am -12:00 pm, Room 1009	23 Resume Building 200 9:00 am– 11:00 am Room 1009	24 Unemployment Compensation Services Monday - Friday 8:30 am—3:00pm		
27 General Orientation 9:00 am – 10:30 am Room 1009 Resume Building 100 11:00 am -12:00 Noon Room 1009	28 Training Information Workshop 9:00 am - 10:00 am Project Empowerment Information Workshop 9:00 am - 10:00 am	29 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:00 am -12:00 pm, Room 1009	30 Resume Building 200 9:00 am– 11:00 am Room 1009	31 Unemployment Compensation Services Monday - Friday 8:30 am—3:00pm		

Calendar Schedules Are Subject To Change

Attendance Policy

FIRST COME, FIRST SERVE SEATING.

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of workshop or orientation.** In fairness to all **workshop or orientation participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, workshops/ and orientations times are subject to change without prior notice. **Seating capacity strictly enforced.**

Inclement Weather Policy

Workshops/Orientation **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202 724-2337.**

General Orientation and Training Information Workshop

This One-Stop Career Center workshop is designed to provide participants with general information and services provided by the Department of Employment Services and the One-Stop Career Center programs which includes an overview of various occupational training opportunities available and reviews the training applicant process.

Resume Building 100 and 200 Workshop

Resume 100 workshop focuses on the elements of building a professional resume and will discuss the 3 Main Resume Types while providing the basic steps of preparing and building a resume using DCNetworks.org. **Seating Capacity 10**

Resume 200 workshop focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries. **Seating Capacity 10.**

Navigating DCNetworks

Participants will learn how to navigate in DCNetworks.org to successfully create job searches, apply for jobs online, and will learn how to build an online resume in DCNetworks.org. **Seating Capacity 10.**

Interviewing Skills

Customers will learn how to market their skills during an interview, how to prepare themselves for an interview and what things never to say during an interview. Strategies include mock interviews by answering the top ten questions asked during an interview, and the techniques and etiquette of using social media to enhance their networking and job seeking skills. Customers must pre-register by contacting Denise Burriss at 202-698-3524. **Reservations are required.**

Bank on Your Money, from Bank on DC

A Financial Literacy Workshop, "Know the Game" classes feature the basics of banking, savings, the differences between types of accounts financial institutions offer, the fee and how to manage your money.

Microsoft Digital Alliance Workshop

Receive computer instruction in a three-part series ranging from Basic to Advanced. This workshop is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The workshop requires a commitment of four (3) consecutive days of attendance in a two hour setting for four (4) weeks. Customers must pre-register by contacting Denise Burriss at 202-698-3524. **Reservations are required.**

Seating Capacity 14.

Unemployment Insurance Benefits Services

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim.

REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.